AGRICULTURAL ADJUSTMENT ADMINISTRATION
CONTRACT RECORDS UNIT
WASHINGTON, D. C.

Instructions for

Sorting, Reviewing, Verifying, Coding and Analyzing
"Offers to Enter into Cotton Option Benefit or Benefit Contracts"

General Instructions

Entries in Color

All notations and corrections made in Washington are to be made in red, green, or purple, to distinguish them from notations made elsewhere. The preliminary examiners must use red ink; the comptometer operators, red pencil; the two sets of reviewing clerks, green ink; and the expert examiners, purple ink.

When Offer is Removed

Whenever an offer offer is removed for any reason, a pink slip (Form CR-8) should be inserted in its place and the reason for removal checked thereon.

Symbols

To avoid confusion use symbols as follows:

A check mark after a figure (for example, 36) indicates that the copying or computation of the figure has been verified.

An "X" mark at the left of an item in an offer (for example, X 36) indicates that it is questionable.

An "X" mark that has been circled (for example, (X)36) indicates that a questionable item has been examined and approved.

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MAILING SECTION

Mail Clerk

1. Mail Section will separate out the envelopes or packages containing offers, or correspondence relating to the merits of offers forwarded, from all other correspondence and deliver same to proper State and County Unit.

RECEIVING SECTION

Receiving Clerk

2. Before separating contents of envelopes or package or changing their order proceed as follows:

   If a letter of transmittal is enclosed:

3. Enter State and county identification code number at top of letter, if not already there. If offers from more than one county are enclosed enter on the letter the names and identification code numbers of each county.

4. Check any statement of enclosures against contents and write thereon either "C" meaning contents correct, or mention any disagreement.

5. If letter is needed in the review of the offers, attach Yellow Special attention slip (Form CR 1) and forward together with all enclosures to numbering section. These papers are to be kept together until received by reviewers. If letter requested supplies make note of this fact and hand note to mailing section.

6. If letter requires no further attention and is not needed in reviewing the "offers" separate it from offers and send to files.

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Receiving Clerk Continued

7. If letter requires an answer, not relating to enclosed offers, and it is not needed in review of offers, separate it from offers and send to correspondence section.

8. Examine county name and county number on each contract to see that they are correct. If name of county is doubtful refer to your supervisor. The county should be that of the county agent forwarding the offer, except in cases where he is handling more than one county.

9. When county name or county code number is missing, stamp same on the offer and attached papers. (Ordinarily if the name of the county is not shown anywhere on the offer it is safe to assume the county is the same as that of others of the lot, particularly if the same town is mentioned in the body of the offer. If there is doubt refer to your supervisor).

10. If offers are from more than one county, sort by counties and arrange or keep offers from each county in their numerical order.

11. County lots should be supplied with backing and lot record sheets, held by rubber bands or string, and passed on to the number clerk.

Number Clerk

12. Verify county code number.

13. Make record of the county serial numbers of offers received, supplying serial numbers when lacking. Record the receipt of

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Number Clerk Contd.

13. (Contd.) offers, on the county record (Form CR-3) provided for that purpose by running a line through the proper serial numbers received and by stamping, or writing, thereon the date of receipt.

14. If two or more offers received at the same time have the same serial number, give each of them a new number. If received at different times give a new number to the last one only.

15. Offer numbers assigned in the division will begin with 8001 for each county.

16. If new serial numbers are given, clerk should prepare a notice to the County Agent (Form CR-2) advising him concerning such offers, giving new numbers, identifying them in detail by name, etc. These notices should be given to your supervisor for transmittal to the correspondence section.

17. These new numbers will be used thereafter in any correspondence regarding that particular offer and contract.

18. When serial numbers are changed (but not when unnumbered offers are given numbers), a pink slip (Form CR-8) for the old number should be prepared by the number clerk, showing the new number and the reason for the change, and this slip should accompany the lot of offers, in order that a record card may be made by the punching division for the offer card file. In addition to recording receipt of such offer with changed number on the 8000 sheet, also write the new number next the old one in its original order.

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Number Clerk Contd.

19. If an offer returned (to a County Agent for completion) is received the second time, note the second date of receipt in red opposite its number, on the county record of receipt offers.

20. The offers, together with any correspondence, should now be ready for the preliminary examination section and should be arranged by States and counties on tables provided. If county lots are too bulky, put them into smaller lots, of about 200 offers.

21. If a lot is separated an additional backing sheet and lot record shall be prepared for each additional lot.

22. Each lot of offers shall be accompanied by a stout "lot record sheet", (Form CR-11) which shall show date of handling and on which shall be placed the number and initials of each person working on such lot of offers.

23. Every few days the county record sheet should be scanned for missing numbers. A list of the missing numbers should then be sent to County Agent on special form provided (Form CR-4). A record of such notice should be entered on the county record sheet.

Preliminary Examination Section:

Examination Clerk

24. All entries made by Examination Clerk must be made in red ink.

25. Examine offer, , checking number and name and completeness of schedule, and see that every blank is filled. If any item

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Examination (Contd.)

Clerk

Cont.

25. appears questionable place an X in front of all items to call the matter to the attention of the reviewing clerk. Pay particular attention to following items:

26. NAME The name at the top of the offer must be legible and it must be in reasonable agreement with the signature of the operator (Section 12), there must be no doubt as to the identity of the two. However, J. C. Smith or "J. Clyde Smith" may be the usual and distinguishing signature of an individual whose first name was correctly entered as "John". In case of a slight difference in spelling the signature, if legible, should rule and the correct spelling should be entered where the name is called for at the top of the offer.

In case of any doubt as to the name, as entered, being correct, place an X opposite.

27. When changes are made in the name on offer a notice (Form CR-12) shall be filled out for the County Agent. This notice should be given to your supervisor who will transmit it to the correspondence section.

28. See that the acres of cotton reduced are stated the same in section 7 and 11 (1) or 11 (2), and is correctly entered at top of offer. If this figure is given differently in the different sections, the acres reduced figure entered at the top, of the offer shall not exceed the smallest figure given in the body of the offer, fractions being dropped.

29. See that the estimated yield of cotton as stated in Section 8 and 11 (1) or 11(2) are the same and consistent with the yield.

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Examination (Contd.)
Clerk

29. shown in Section 2 for his entire cotton acreage. See also that fertilization reported under Section 8 is consistent that reported under Section 1.

Contd.

30. See that the figures for acres planted to cotton in 1933, acres reduced in 1933, and yield per acre accepted, as stated in the body of the offer are correctly shown at the top. If not, insert the correct figures of the offer. If fractions of acres are given for acres planted or reduced in 1933, cut out the fraction, (for example if $15\frac{3}{4}$ acres is offered change to 15). Never increase the acreage offered as it would make the offer unenforceable.

31. If names of lien holders (other than United States), are given in Section 3 and have not been signed in Section 12, place X opposite Section 12. Local committeeman should give the planting date, stand, weevil infestation and condition of field. Total acres in cotton in 1933 should not exceed the total acres in crops, or in the farm, as shown on page 3. If equal, the item should be marked X for attention of reviewer. Offer should be complete, i.e., all blanks requiring answers filled out and all required signatures affixed, including those of applicant, 3 local and 2 county committeemen and the County Agent.

32. Definite answers should be given under -

Section 1 (Stand and fertilization).

Section 6 Indebtedness to United States.

Section 8 Fertilized or not [illegible] when commonly used.

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Examination Clerk

33. If election 1 is taken under section 11, indicate by writing "0" in upper right margin opposite "cotton optioned", bales. If election 2 is taken write X, in a similar position, in margin. Applicant cannot elect to take both benefits 11 (1) and 11 (2).

34. Under section 2 of offer, underscore the 1932 acres of cotton grown and 1932 bales of cotton produced.

35. See that the acreage reduced in 1933 shown at top of offer, does not exceed 50% of acres planted. Some may be in error, because of entering acres remaining after subtracting the acres to be reduced from the total acres planted. Where this error is evident, the error should be corrected.

Examining Clerk

36. If the "date of filing" has not been recorded in the space provided near the top of the schedule, enter the date shown in connection with the signature of the grower making the offer.

37. Examine the "cash payment per acre" recorded under section 11 (1) or 11 (2) and see if it is in agreement with the estimated production of lint cotton per acre in adjoining blank space with the following rates of payment authorized.

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Examining Clerk Contd.

Field per Acre Pounds	(1) Cash rental per Acre without option Dollars	(2) Cash rental per acre with option Dollars
100-124	7	6
125-149	9	7
150-174	11	8
175-224	14	10
225-274	17	11
275 and over	20	12

38. Enter on "Lot Record Sheet" (Form CR-11) used as form cover for Lot, your number and initials and at bottom of sheet enter the average net weight of cotton per bale in that county as shown in table supplied to you.

39. Pass lot to computing clerk.

Computing Section:

Computing Clerk

40. All entries by comptometer operators must be made with red pencil.

For figures at top of offer

41. Compute "Cash payment" in dollars from the acres reduced in 1933 and the accepted yield per acre, on basis of benefit elected. See the above table showing the schedule of cash payments per acre. If the comparison agrees with the figure already shown, check the same; if the computation differs from the figure shown the latter should be ruled out so that it remains perfectly legible and your computed figure should be entered.

42. Compute the percentage of acres reduced, by dividing acres of

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For figures at top of offer (Cont.)

Computing Clerk

42. (Contd.) cotton reduced in 1933 by cotton planted in 1933, and enter the result in the nearest whole per cent in the right margin opposite "acreage reduced in 1933". Fraction of acres must have been eliminated before computations were made. If the percentage computed here ends in .5 drop the fraction where the whole number is even and increase the whole number by one where the whole number is odd. Thus 28.5 should be entered as 28 and 29.5 as 30.

43. Compute the estimated decrease in production by multiplying acreage reduced in 1933 by accepted yield per acre and dividing by 500. Enter the result in the right hand margin opposite the word pounds, showing same in bales and thousandths. Examples $\frac{10 \text{ acres} \times 137\#}{500} = 2.740$, $\frac{100 \text{ acres} \times 250}{500} = 50,000$. Extreme care must be taken to avoid decimal errors and to clearly indicate the position of the decimal place.

44. Compute the yield of lint cotton per acre in 1932 by multiplying the bales of cotton produced, as stated in paragraph 2, by the county average net weight per running bale, shown on lot cover and then dividing by the stated number of acres harvested. The result must be given to the nearest "tens" of pounds. Thus 143# should be given as 14 and 147# as 15. It is necessary to drop one digit here on account of lack of space on punch-card. Enter the 1932 yield as thus calculated in the right margin. Extreme care must be taken to avoid errors.

45. Your name and identifying code number must be entered on the Lot record sheet.

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Computing Clerk Contd.

46. The above computations should now be verified by another section of computers and record made of same.

47. The offers, together with attached correspondence, etc. should now be ready for review and should be filed by states and counties on tables.

REVIEWING DIVISION:

Review Clerk

48. The review clerk is responsible for the approval or rejection of each offer.

49. No offers are to be accepted unless they are legally valid and permit the signing of a legal contract.

50. No offer can be accepted if they show evidence of attempted fraud or falsification.

51. No offer can be accepted if the rate of payment called for is above that offered in the instructions.

52. All entries by review clerks must be made in green ink.

53. The review clerk is charged with reviewing and correcting the work of the examining and computing clerks who prepare the offers for review, and should make such checks as may be necessary to be sure that they are following instructions, making no errors in computations, and are correctly preparing the offers for review. If mistakes are being made, take matter up with your immediate supervisor.

54. In round bale territory the location of which will be supplied to reviewers, some offers may refer to round bales. Two round bales are considered as a square bale. All such cases should be taken up with your supervisor.

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Review Clerk Cont.

55. Obtain from your supervisor special instructions for handling offers from Staple and Egyptian territory, the location of which will be supplied to reviewers.

56. See that all blanks are correctly filled in and that no essential information is lacking. Supply missing items at top of offer, if possible, if not already done.

57. If essential facts or figures are not stated and cannot be supplied from the body of the offer or if the offer is otherwise unacceptable, attach green slip (Form CR-5) stating thereon the grounds for tentative refusal of the offer. These essential items are as follows:

See first that the wording of the offer has not been altered in any manner.

Legible and acceptable name as defined previously.

Post Office address.

Location or reasonable identification of farm.

Sec. 1 -	Acres of cotton planted, in 1933.
Sec. 1 & 8 -	Answers in respect to fertilization should be in agreement
Sec. 6 -	Is crop subject to United States lien.
Sec. 7 & 11 (1) or 11 (2)	Acres offered to be taken out of production, in 1933.

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Review Clerk Contd.

57. (continued) -

Sec.	11 (1) or 11 (2)	Yield per acre expected.
"	11 (1) or 11 (2)	Basis of benefit elected.
"	11 (1) or 11 (2)	Amount of cash payment.
"	11 (2)	Estimated production reduced.
"	12	Date of filing, as shown by date of signature by applicant. If missing use date of signature of local committeeman.
"	12	Signature of operator or authorized person.
"	12	Signature of local committee with required information regarding planting, date, stand, weevil and condition of field, in reasonable completeness, if in doubt consult Section Chief.

58. See if answers at top of offer are in agreement with those in body of offer, or, that any corrections made in those at top of offer are accurate and legible.

59. See if cash payment per acre in Section 11 is in agreement with the yield per acre shown in Section 11 and the agreed upon rental corresponding to the yields for elected benefit. See that the cotton option requested, Sec. 11 (2), is in substantial agreement with the computed production on the acreage of cotton proposed to be taken out of production. If the acreage accepted for reduction is less than that offered, the computed production will be correspondingly less.

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Review

Clerk

Contd.

60. Verify total cash payment from table as furnished (Form CR-6). Do not deduct debt to the United States, Section 6.

61. Where offers for acreage reduction fall outside of the limits of 25 to 50 per cent of the total cotton acreage as set in "Instructions to field workers, Section 16", the offers that fall below 25 per cent shall, if satisfactory in other respects, be passed subject to final determination of percentage limits to be accepted. If above 50 per cent, and in excess of 10 acres, reduce to 50 per cent. If below 10 acres, and above 50 per cent by only a fraction of an acre, accept them.

62. Reduction in bales is computed by multiplying the accepted rounded acres reduced in 1933 by yield per acre accepted, dividing by .500, and expressing the result in bales and thousandths.

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REVIEWING DIVISION - Continued

Review Clerk

63. See if there are liens on the crop {and/or} indebtedness to the United States, compare names of lien holders with releases of liens (Sec. 12) and place the proper code in the right margin of offer opposite Sec. 3, according to the combination shown in the following Table.

CODE FOR LIENS AND GOVERNMENT INDEBTEDNESS

Liens, other than government indebtedness (Sec. 3 and 12)	Restrictions on the settlement (See paragraph added - Section 12)	Government indebtedness (Sec. 6) and code	
		None	Yes
None	None	0	5
Indicated, all released	None	1	6
Indicated, all released	Joint check to be drawn	2	7
Indicated, not all released	None	3	8
Indicated, not all released	Joint check to be drawn	4	9

64. See that the expected (tentatively accepted) yield per acre is reasonable. This yield is to be questioned if a single offer is very extreme or if a series of offers give yields that appear unreasonably high. Compare tentatively accepted yield with average yield in the county for each of the last five years and with the five-year average yield (Form CR-7).

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Review Clerk Contd.

65. Consider the total acres in the farm and the total acres in crops to see that the acres in cotton and acres reduced are reasonable. Regard must be had to the usual farm practice in the locality. In certain sections, cotton acres will in fact make up most, if not all of the crop acres. Acres "in cultivated crops" may include two crops on the same land in the same year.

66. In considering yield, where 1933 expected yield appears to be excessive, it should be compared with that reported for 1932 on the offer being considered, taking into account this year's planting date, stand, amount of fertilizer used, weevil infestation and condition of field.

67. A record of your recommendation, i. e., "approved" or "not approved" must be made on each offer in the space provided. A copy of stamp which will be provided for this purpose follows:

	Arrpoved	Not Approved
First reviewer		
Second reviewer		
Cash payment		
Expert		
Appeal		

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Review Clerk Contd.

68. Acceptable offers involving payment of benefits of $500 or more in cash (for election 1) or 15 bales or more of cotton (for election 2) should be referred to your supervisor for handling as follows:

Amt. of Cash Pay't.	Cotton Option	Must be approved by-
$ 500-$ 999	15.000-29.999 bales	Supervisor
$1,000-$1,499	30.000-44.999 "	Expert Examiner
$1,500 and over	45.000 bales & over	Chief Expert Examiner

In case the benefits must be approved by the expert examiners attach Form CR-14.

69. Pass the entire group of offers for second review. When the similar second independent review is finished, offers acceptable to both reviewers will be passed on to the punching section accompanied by a pink slip (Form CR-8) for each unacceptable offer.

70. Offers unacceptable to either or both of the reviewers will be referred to the expert examining section, separated into those unacceptable to one reviewer and those unacceptable to both.

71. If there is reason to believe that a large proportion of the offers in any lot are fraudulent or show an unreasonably high accepted yield per acre or are otherwise irregular, attach special attention slip (Form CR-9) and send the whole lot to expert examining section for consideration.

72. In case a lot includes a number of offers that have been approved by the State Director of Extension but which seem questionable attach Special Attention Slip (Form CR-9).

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Expert Examining Section:

Expert Examiner

73. Examine offers not approved by the reviewing clerks, giving particular attention to those where the two reviewing clerks are in disagreement. Your recommendation must be entered in the blank provided at the top of offer. Where the two reviewing clerks are in disagreement, you must not only make your recommendation, but also give your reasons on the attached green slip (Form CR-5).

74. All offers accepted by the expert examiner shall be reviewed by the Chief of the Final Examing Section. Special attention should be given by him to any offer that was unacceptable to both of the original reviewers. Accepted offers shall be passed on to the punching division. Offers finally found unacceptable will be stamped unacceptable, to be filed with accompanying green slips in the files of rejected offers.

75. A notice (Form CR-15) in duplicate (carbon copy) shall be prepared, giving the serial number of offers found unacceptable, with the name and address of the applicant, and the reasons for rejection of each offer. These notices should be forwarded to the correspondence section, which will send the original to the County Agent and the carbon copy to the applicant. In case the rejection is not due to attempted fraud or other improper act, it may be possible for the grower to make a new offer, if he desires.

76. The expert examiner must also inspect all offers acceptable to the reviewing clerks where the cash payment (for election 1) or

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Expert Examiner Contd.

76. (Contd.) option payments (for election 2) fall within certain limits as defined in Sec. 68 of these instructions. The Chief of the Expert Examining Section must pass on the cash payments of $1,500 or more (for election 1) and 45.000 bales or more of option cotton.

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~~July 8, 1933~~

SUPPLEMENTAL INSTRUCTIONS

for Sorting, Reviewing, Verifying, Coding and Analyzing
"Offers to Enter into Cotton Option-Benefit or Benefit Contracts".

Supplemental Instruction 1

Refer to paragraph 34, page 8. After the first sentence insert: If a lien holder's signature appears in Section 12 of the Offer, but has not been witnessed, place an X to the left of the space provided for the signature of the witness.

Supplemental Instruction 2

Refer to paragraph 68, page 16. Where lien holder has signed under Section 12 of the Offer, but his signature has not been witnessed, the code on the right-hand margin of Section 3 of the Offer should be given as lien indicated, not all released, and should be coded 3, 4, 8, or 9, depending upon whether or not a joint check has been requested and upon whether or not there is indebtedness to the United States.

Where a private lien holder is not indicated under Section 3 of the Offer but an interested party has signed in Section 12, the code for indebtedness should be given as lien indicated. The exact code will depend upon whether or not the signature of the interested party has been witnessed (as outlined in the paragraph just given), whether or not a joint check has been requested and upon whether or not there is indebtedness to the United States.

Z. R. Pettet.

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July 8, 1933

SUPPLEMENTAL INSTRUCTIONS

for Sorting, Reviewing, Verifying, Coding and Analyzing
"Offers to Enter into Cotton Option-Benefit or Benefit Contracts".

Supplemental Instruction 3

Refer to paragraph 33, page 7. Strike out the third sentence and insert the following: The figure for yield per acre accepted, which should be entered at the top of the Offer, should be taken from Section 8 or from Section 11 (1) or Section 11 (2). If the figures in these two sections differ, be sure to enter the smaller figure at the top of the Offer.

Z. R. Pettet

AGRICULTURAL ADJUSTMENT ADMINISTRATION
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WASHINGTON, D. C.

July 10, 1933

SUPPLEMENTAL INSTRUCTIONS

for Sorting, Reviewing, Verifying, Coding and Analyzing
"Offers to Enter into Cotton Option-Benefit or Benefit Contracts"

Supplemental Instruction 4

Strike out Paragraph 29, Page 6.

Refer to Paragraph 60, pages 13-14. This paragraph is herewith modified so that those offers which do not have:

(a) the signature of the inspecting member or other members of the local committee,

(b) the signature of the county agent or other members of the county committee,

or which contain carbon signatures of:

(a) the producer,

(b) the inspecting member or of other members of the local committee,

(c) the county agent or of other members of the county committee,

(d) of lien holders and/or of others having an interest in the crop,

shall be accepted provided that they are correct in other major details.

You will note that the signature of the producer is required either in original or carbon. If the signatures of lien holders or other interested parties and the witnesses thereto are in carbon, you must enter code on such offers as "liens indicated, not all released".

Z. R. PETTET,
Principal Administrative Officer
in Charge, Contract Records Unit.

AGRICULTURAL ADJUSTMENT ADMINISTRATION 7-11-33
CONTRACT RECORDS UNIT
WASHINGTON, D. C.

SUPPLEMENTAL INSTRUCTIONS

for Sorting, Reviewing, Verifying, Coding and Analyzing
"Offers to Enter into Cotton Option-Benefit or Benefit Contracts"

Supplemental Instruction 5

General Instructions for Examination Clerks, Computers, Reviewers and Experts

Where the producer----

(a) Has requested option cotton in an amount less by a fraction of a bale than his estimated reduction of production,

(b) Has asked for a cash payment at a rate per acre smaller than that to which he would be entitled according to the lower average yield per acre shown in Section 8 or Section 11, and

(c) Has submitted an offer for a definite number of acres at a stated compensation per acre according to the schedule of rates, but has made an extension for a sum in lesser amount than he would be entitled to.

In regard to each of these, (a), (b), and (c), the producer should receive the compensation to which he is entitled. Thus, if an offer appears to be in order with these exceptions, the cash payment, and the estimated reduction in production will be computed correctly and entered at the top of the offer. For example:

(a) If a producer asked for only 2 bales of option cotton but is entitled to 2 1/10 bales, then he should receive 2.100 bales.

(b) If a producer has an accepted yield of 160 pounds per acre and elects compensation under rates for 11 (1), and offers his acreage at $9 per acre, he should receive the rate of $11 per acre to which he is entitled.

(c) If a producer offers 7 acres at a rate of compensation of $17 per acre and enters a total of $109, he should receive the $119 to which he is entitled.

Where the producer has asked for a larger cash payment or a larger amount of option cotton than provided for in the schedule of payments, such offers should have entered at the top of the offer the correctly computed amount.

Z. R. Pettet.

AGRICULTURAL ADJUSTMENT ADMINISTRATION
CONTRACT RECORDS UNIT
WASHINGTON, D. C.

July 12, 1933

SUPPLEMENTAL INSTRUCTIONS

For Sorting, Reviewing, Verifying, Coding and Analyzing
"Offers to Enter into Cotton Option-Benefit or Benefit Contracts"

Supplemental Instruction 6

For REVIEWERS

Refer to Paragraphs 63, 64 and 65, page 15. The following procedure in regard to computations will be followed by the reviewers. The first review section will verify the cash payment from their form CR-6, will verify the percentage reduction in acreage by inspection only, will compute the reduction in production in bales and thousands and will inspect the 1932 figures for yield per acre. The second review sections are no longer required to make any of these computations but should make an inspection of all figures to see if they are approximately correct. This change in procedure follows from the fact that the computations are first made by the comptometer operators, will be checked for accuracy by the first reviewers, and will be subjected to final proof by the tabulating machine multipliers.

Z. R. PETTET

Principal Administrator
In Charge, Contract Records Unit

AGRICULTURAL ADJUSTMENT ADMINISTRATION
CONTRACT RECORDS UNIT
WASHINGTON, D. C.

July 15, 1933

SUPPLEMENTAL INSTRUCTIONS

For Sorting, Reviewing, Verifying, Coding and Analyzing
"Offers to Enter into Cotton Option-Benefit or Benefit Contracts"

Supplemental Instruction 7

In changing the name of the producer as it appears on the front of the offer to agree with the signature, it is not necessary to change the first or middle names to the initials or abbreviations, or the initials or abbreviations to the full first or middle name. Do not change the name on the front of the offer unless you are certain as to its incorrectness. If the signature is poorly written, it will be difficult to determine that the name on the front is incorrect. In such instances the name should not be changed. If the identity of the signature and the name of the producer are in question, that is, the last name is not the same, or the difference in the signature and the name on the front of the offer is such that there is a question of their being the same individual, the name on the front of the offer should not be changed. In such cases the offer cannot be approved.

Supplemental Instruction 8

Re: Lots requiring special attention of the Expert Examination Section. For example, lots that are questioned for yield.

Form CR-9 is to be placed on the outside cover of the lot and the form checked indicating that the lot of offers is being questioned because of high yields.

The lot is to be handled by the Preliminary Examination clerk, the Computer and the Reviewers in the same manner as any other lot of offers, except that the Reviewer will proceed as follows:

The work of the Preliminary Examination clerk and the Computer will be reviewed in the same manner as with all other lots. All offers of the lot should be coded as to liens, joint check and government indebtedness. All offers should be carefully reviewed as to all items except yield. If an offer is not approved it should be initialed and Forms CR-8 and CR-5 prepared and attached as usual. Such offers as are not approved in such a questioned lot, however, should not be removed by the second Reviewer.

The Reviewer should write on Form CR-9 (attached to lot), "This lot of offers, except those offers initialed as not approved, have been reviewed and approved as acceptable in all respects except yield". This statement should be followed by the name of the Reviewer. The offers, if accepted for everything except yield, should be initialed as approved.

This procedure is to be followed only when the entire lot is in question because of high yields. Individual offers "not approved" because of yield will be handled the same as any other offer which is not approved. Where an entire lot is questioned for other reasons, the procedure should be similar to that described above.

Z. R. PETTET
Principal Administrative Officer,
Contract Records Unit

AGRICULTURAL ADJUSTMENT ADMINISTRATION
CONTRACT RECORDS UNIT
WASHINGTON, D. C.

July 15, 1933

SUPPLEMENTAL INSTRUCTIONS

for Sorting, Reviewing, Verifying, Coding and Analyzing
"Offers to Enter into Cotton Option-Benefit or Benefit Contracts"

Supplemental Instruction 9

Form CR-11, Lot Record, should be carefully filled out by each clerk handling the lot. The Lot Record should show the shift, the section number, and the name of each clerk handling the lot. The 8.00 A.M. to 3.30 P.M. shift should be indicated by the letter "D" for Day Shift, the 4.00 P.M. to 11.30 P.M. by the letter "N" for Night Shift, and the 12.00 M. to 7.30 A.M. shift by the letter "M" for Midnight shift. The Lot Record should show the date of handling and should be checked to indicate that all necessary forms have been prepared.

Following is an example of a correct entry on Form CR-11:

7/15/33	Reviewed by	N-2 R. B. Jones	CR-5, √ 8 √

Z. R. PETIFT
Principal Administrative Officer
Contract Records Unit

AGRICULTURAL ADJUSTMENT ADMINISTRATION
CONTRACT RECORDS UNIT
WASHINGTON, D. C.

SUPPLEMENTAL INSTRUCTIONS
for Sorting, Reviewing, Verifying, Coding and Analyzing
"Offers to Enter into Cotton Option-Benefit or Benefit Contracts"

Supplemental Instruction 10

for REVIEWERS

Refer to Paragraphs 67 and 68, pages 15 and 16.

Liens are indicated:

(1) If shown under Section 3.
(2) If the names of interested parties are signed under Section 12.
(3) If names are shown in the spaces provided for witnesses under Section 12, [illegible] and no names of "Interested parties" are shown.
(4) If there is a request for a joint check, even though there is no other evidence of a lien or interested party.
(5) If private lien is indicated under Section 6, or
(6) If there is any other indication of an interested party.

Liens are all released only when all of the three following are complied with:

(1) When the signatures of all lien holders or other interested parties appear under Section 12, and
(2) When each of these signatures is witnessed by at least one witness, and
(3) When the signatures of all lien holders or other interested parties, and those of the witnesses are original signatures (pen or pencil, not carbon).

Joint checks are to be drawn when:

(1) Definitely requested even though there is no other evidence of a lien holder.
(2) Joint checks are to be drawn when not requested:

(a) If two or more names appear as the producer, either on the front of the offer or in the space provided under Section 12 for the signature of the producer. (If no liens are indicated, code such offers as "liens indicated, all released". See Paragraph 68, page 16 of Instructions.)

(b) If there is a tenant-landlord arrangement, the landlord appearing as the producer and the tenant as the lien holder or interested party, or vice versa, provided that the interest of the tenant (or landlord) has not been waived. (Code as "liens indicated, not all released".) The interest of the tenant (or landlord) has been waived if his signature appears as an interested party under Section 12 and this signature is properly witnessed.

Z. R. PETTET

Principal Administrative Officer
in Charge, Contract Records Unit

AGRICULTURAL ADJUSTMENT ADMINISTRATION
CONTRACT RECORDS UNIT
WASHINGTON, D. C.

July 24, 1933.

SUPPLEMENTAL INSTRUCTIONS
for Sorting, Reviewing, Verifying, Coding and
Analyzing "Offers to Enter into Cotton Option-Benefit or
Benefit Contracts"

Supplemental Instruction 11

for REVIEWERS

Re: Supplemental Copies, Supstitute Offers, or Duplicate Offers.

Offers should be turned over to the Expert Examination Section if marked "Supplemental", "Copy", "Duplicate", "Substitute", "Second Offer" or if they bear some indication that they represent an increase in the acreage offered, change of yield, or other modification, or if there is evidence that such an offer may be a copy or duplicate of one previously submitted.

Any such offers received should be removed by the numbering clerk and placed in special lots marked "Supplemental Offers" and turned over to the Expert Examination Section. Such an offer will usually bear the same serial number as that of the original offer received and in such instances no new number need be assigned.

If such an offer is found in a lot which has left the Receiving Section it should be removed by the Second Reviewer. Such offers should be initialed by the Reviewers as "approved" if satisfactory in other respects. Forms CR-14 and CR-8 should be prepared and attached by the First Reviewer. Form CR-14 should be marked "Supplemental Offer", or other appropriate notation. Form CR-8 should be given a disposition code of 8.

The Expert Examination Section should hold such offers in a special

file pending a decision as to their final disposition.

Duplicate Offers.---If duplicate offers are received under the same cover, the numbering clerk should clip the duplicate and the original offers together with a note that such offers are duplicates. No entries or computations are necessary except on the original offer. Such duplicate offers, or any other offers suspected of being duplications, should be called to the attention of the Supervisor of the Reviewing Sections. The Supervisor should compare the suspected duplicates and if he is convinced that such offers are duplicates, he should permit the original to remain in the lot and should remove the copy and send it to the Expert Examination Section. Across the top of the copy, above his signature, the Supervisor should write "This is a duplicate of offer No._____, which offer remains in Lot _____ of this county". If the copy or duplicate offer bears a serial number different from that of the original, then Form CR-8 should be left in its place; if the duplicate and the original have identical serial numbers, then no Form CR-8 need be prepared. In either instance, however, Form CR-5 should be prepared and attached to the duplicate offer.

Divided or Split Offers.---(Refer to Memorandum No. 8 for Supervisors and Assistant Supervisors - July 11, 1933.) Supplemental offers made in this office are to be left in the lot with the parent offer. The parent offer and the supplemental offers should each be initialed as "approved" (or "not approved") and each supplemental offer should be given the same lien code as the parent offer.